

## Djanogly Learning Trust Admissions Policy 2025-26

All applications for places are made on the applicants home local authority application form. In the majority of cases, this will be the Nottingham City Council or Derbyshire County Council (the local authority) common application form which is available from the local authority. Although the Board of Trustees of the Djanogly Learning Trust (the Trust) has responsibility for deciding on admissions, the local authority will co-ordinate all new academic year admissions for the Trust's academies and will communicate all admission decisions to parents. In-year admissions are coordinated by the local authority for primary academies and by the academy itself for secondary academies.

The Pupil Admission Number (PAN) for each of the Trust's academies are:

Djanogly City Academy PAN: 210 per year group, years 7-11.  
See separate policy for Djanogly City Academy Post 16 provision.

Primary School PAN	Local Authority	Reception	KS1	KS2
Djanogly Northgate Academy	Nottingham City	45	45	Y3 = 45 Y4/5/6 = 60
Djanogly Sherwood Academy	Nottingham City	45	45	45
Djanogly Strelley Academy	Nottingham City	60	45	Y3 = 45 Y4/5/6 = 60
Springfield Academy	Nottingham City	30	30	30
Laceyfields Academy	Derbyshire	40	40	
Langley Mill Academy	Derbyshire			90
Kensington Junior Academy	Derbyshire			60
Morton Primary Academy	Derbyshire	15	15	15
Hilltop Primary Academy	Derbyshire	20	20	20

### Applications for the Reception/Juniors/Secondary Year in Autumn 2025-2026

For entrance in Autumn 2025 the closing date of the coordinated admission scheme is 15 January 2025 for primary academies and 31 October 2024 for secondary academies. Offers of places will be made on the national offer date of 16 April 2025 for primary academies and 3 March 2025 for secondary academies. Applicants who apply online will receive an email on 16 April 2025 for primary academies and 3 March 2025 for secondary academies, letters will be posted on 16 April 2025 for primary academies and 3 March 2025 for secondary academies.

### Late applications for the normal Year of Entry

Derbyshire County Council do not set a late date after the national closing date. Any applications made after the national closing date will be considered late unless the school were to instruct differently. Derbyshire County Council aim to process all applications whether on time or late and give a decision to the applicant on national offer day.

Nottingham City Council and the governing body at the respective academy may be willing to accept applications which are received late for good reason. These are considered on a case by case basis whilst ever it is practical to do so. Examples of late applications may be:

- a family returning from abroad;
- a lone parent who has been ill for some time;
- a family moving into Nottingham City from another area; or
- other exceptional circumstances

Each case will be treated on its merits.

Any preferences received by the local authority after the closing date with good reason for being late and, where appropriate, with the agreement of the respective governing body, will be included in the first cycle of allocations and will be notified on the national offer day.

All other late applications for school places received by the local authority after the closing date will be dealt with after the offer day.

Children whose fifth birthday falls between 1 September 2025 and 31 August 2026 will be admitted to full-time school at the beginning of the 2025-2026 school year regardless of the term start date.

Some parents/carers may choose to defer the start of full-time education for their child until compulsory school age. If parents/carers wish to take up this option, they may arrange the details with the head of the respective academy. However, if their child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in the child being admitted into a different school year. In this case, the child could not be allocated a reception place at the school during the 2025-2026 year and the parent would have to apply for a place during the 2025 summer term for admission into year 1 in September 2026. The local authority strongly recommends that parents/carers do not defer the start of their child's full-time education as children's learning chances are likely to be better if they start school with their peers at the beginning of the appropriate school year. Parents/carers can request that their child takes up a school place part-time until their child reaches compulsory school age.

### **Applications outside the normal year of entry**

Requests for in-year applications (i.e. transfers outside the time of normal transfer from one stage of education to another) are partially co-ordinated by the local authority in our primary academies and by the academy admissions officer at our secondary (Djanogly City Academy). Parents/carers must apply to the local authority for a place at the respective primary academy and directly to the academy for a secondary place. The local authority and the respective academy will strongly discourage parents/carers from transferring schools for their child where this is not as a result of a change of address. This is because if children change schools they are less likely to achieve educationally.

If the respective year group total is below the published admission number for that year group, the child will be offered a place unless paragraphs 2.15 and 3.8 of the School Admissions Code are applicable. If the respective year group total is full, the child will be only offered a place if there are very exceptional circumstances and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have **14 days** to accept the offer of a school place.

If there is oversubscription within any year group the respective academy will maintain a waiting list. Waiting lists will be maintained until the last day of the summer term. Details will be provided on request. Inclusion in an academy's waiting list does not mean that a place will eventually become available.

Parents/carers are advised that they may be at risk of having to apply for a new school place if their child does not attend school for a period of 20 or more school days.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days after the date of your decision letter.

Local authorities are required to have Fair Access Protocols to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. All Trust academies participate in the respective local authority's Fair Access Protocol.

## Applications outside the child's age group

Parents may seek a place for their child outside of their age group. It is the policy of the Trust to place children within their age group and seek to meet their needs through additional support if appropriate. However, applications made on this basis will be considered if there is significant evidence that it is in the child's best interests.

## Oversubscription Criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from a point on the school site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Trust).

**Pupils who have a Statement of Special Educational Need or an Education, Health and Care Plan, where a Trust academy is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.**

1. Places will first be allocated to a 'looked after child' or a child, including those children who were in state care outside of England, who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. State care is defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at a Trust academy and who, at the time of admission, will have a brother or sister attending that academy.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the respective academy.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the respective academy.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the respective academy.

Attendance at a particular nursery does not guarantee admission to the same academy for primary education. All admission applications to Trust academies must be made to the respective local authority and will be considered against the oversubscription criteria listed above.

**The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:**

- pupils with special educational needs that can only be met at a particular Trust academy (e.g. where the school has specialist provision)\*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a particular Trust academy\*.

\*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the governing body of the respective Trust academy.

### **Withdrawing an offer of a place**

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at a Trust academy within the 14 days previously specified will also lead to the withdrawal of that offer.

### **Waiting list**

If, after the offer of available places has been made, a Trust academy is oversubscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the governors of the respective academy in partnership with the local authority for the duration of the co-ordinated admissions scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the governors of the respective academy. A waiting list will also be in operation for any other years where the academy receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or the last day of the summer term.

Where the number of pupils in a particular year group falls below the respective academy's PAN, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the academy's published oversubscription criteria.

Parents are welcome to ask what position they currently hold on the list. However, because academies constantly receive applications for admission throughout the year, the waiting list is continually being re-ordered. Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place.

### **Independent Appeals**

Parents have the right to an independent appeals panel in the event that their child is declined admission to a Trust academy. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should write to the Clerk to Governors at our secondary academy and to the local authority for our primary academies, **within 20 school days** of notification that child has not been given a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel\*\*\*. (Full details will be provided at the time of refusal).

\*\*\* (Except, the parent/carer of a child who has been permanently excluded from two schools and where at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

## Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

## Brothers or sisters – sibling connection

For admission purposes the Trust considers the following as siblings:

- ┆ a brother or sister who share the same parents;
- ┆ a half brother or sister, where two children share one common parent;
- ┆ a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- ┆ adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

Where applications are received in respect of twins, triplets or children of other multiple births, the school will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

## Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

## Catchment area

Details of the Trust academies' respective catchment areas can be found on the individual academy's website.